

Overview

The Accounting Department includes five major areas: accounts payable, which approves payment for purchases made by County departments, pays utility bills for County operations, and maintains the County's general ledger accounting system; financial reporting, which coordinates the annual audit of County finances and produces the Comprehensive Annual Financial Report; payroll, which ensures proper payment to County employees and proper credit of various payroll deductions; revenue, which seeks grant funding, prepares grant reports, monitors outside billing for Emergency Medical Services, and ensures that other County departments comply with proper rules for cash handling; and cash/debt management, which invests the County's idle funds, and facilitates issuance of bonded debt. In addition, the department manages the financial records of the County's equipment inventory and maintains an "imprest" fund to provide cash advances for County business travel. The Accounting department employs 14 full-time equivalent positions. For the 2002 budget, personnel and benefits expenditures include a 3% general salary increase for all County employees.

Budget Summary

Category	2000 Actual	2001 Budget	2002 Adopted	% Change 01-02
Personnel & Benefits	680,824	720,008	766,252	6.4%
Contractual Services	337,436	558,615	352,346	-36.9%
Commodities	42,697	8,750	32,200	268.0%
Capital Improvements	-	-	-	
Capital Outlay	-	-	-	
Interfund Transfers	-	-	-	
Total	1,060,957	1,287,373	1,150,798	-10.6%
Grant Revenue	-	-	-	
Fee Revenue	-	-	-	
General County Revenue	1,060,957	1,287,373	1,150,798	-10.6%

2002 Performance Measurement Summary

Performance Measure	2000 Actual	2001 Estimated	2002 Projected
Number of days to produce the CAFR	60	60	55
Number of days to produce the Single Audit Report	45	45	40
Number of financial periods closed within 5 working days	11	11	12
Number of sections prepared internally	8	9	10
Number of adjusting journal entries	50	45	40
Number of days to pay invoices	10	9	8
Percent of employees on direct deposit (payroll)	80%	82%	90%
Number of handwritten checks	200	200	180
Percent of payroll requests responded to < 3 days	75%	80%	75%
Number of grant applications submitted	45	48	48
Number of days to review grant applications	3	3	3
Percent of weeks investment rate exceeds baseline	98.0%	98.5%	99%
Average spread of investment yield to baseline	.20%	.20%	.20%
Number of days of average weighted investment maturity	120	120	120

Accounting

Mission:

To prudently manage County financial resources, assure compliance with applicable laws and policies governing financial transactions, and provide timely and accurate information about Sedgwick County's financial position to those who need or request such information.

Goals:

- ☑☑ Produce accurate and timely financial reports.
- ☑☑ Provide prompt payment of properly authorized invoices.
- ☑☑ Provide convenient and quality payroll and benefit services to all Sedgwick County employees.
- ☑☑ Enhance and protect the revenue capacity of Sedgwick County government.
- ☑☑ Ensure the accuracy, safety, and accountability of departmental cash management.

**Sedgwick County
Board of Commissioners
2002 Priorities:**

- ☑☑ Youth Services
- ☑☑ Process Improvement & Collaboration
- ☑☑ Demographics
- ☑☑ Economic Development
- ☑☑ Quality of Life

Accounting Staffing Detail

Code	Classification	Range	2001 FTE	2002 FTE	2002 Budget
KEM	County Controller	29	1.00	1.00	76,370
KEK	General Ledger Manager	26	1.00	1.00	49,985
KEK	Cash/Debt Management Coordinator	26	1.00	1.00	53,161
KEV	Payroll Manager	24	1.00	1.00	54,756
KEO	Revenue Manager	25	1.00	1.00	62,489
KUK	Senior Revenue Specialist	22	2.00	2.00	90,915
KUL	Senior Payroll Specialist	21	1.00	1.00	34,143
KUM	Payroll Specialist	20	2.00	2.00	75,053
KUO	Accounting Technician	18	3.00	3.00	87,933
KUN	Purchasing Technician	18	1.00	1.00	29,012
Direct Employee Totals			14.00	14.00	613,817
Longevity					4,830
Overtime					15,000
Part-time/Temporary					5,000
Benefits					151,732
Budgeted Savings					(24,127)
Total County-Funded Personnel Cost					766,252
Non-County Funded Personnel Cost					-

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